



Indiana Department of Homeland Security

District Programs Information Bulletin

Date: August 31, 2010

Bulletin No: 10-020

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors

From: Randal A. Collins
District Services Branch Director, Field Division
Indiana Department of Homeland Security

Subject: District Grant Proposal Writing Workshops

Purpose

The purpose of this Information Bulletin is to announce the offering of a Grant Proposal Writing Workshop in each district and to request that each district respond to IDHS with dates most suitable for their district grant stakeholders to attend.

General

The IDHS Grants Management Section and Field Services Division are partnering to offer a four-hour grant proposal writing workshop. The intent of these workshops is to improve the quality of the upcoming 2011 State Homeland Security grant proposals and to make those proposals more competitive. The end result is better scored proposals that may impact the potential for better grant awards in the 2011 grant cycle.

Topics to be Covered

Each workshop will include group discussions, district brainstorming, and interactive exercises which will touch on some of the following topics:

- Grant references and priorities
- Proposal development
- Budget creation
- Buzzwords and phrases
- Words and phrases to avoid

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to fieldservices@dhs.in.gov.

Available Dates

Available dates in September are the 24th, 27th, 29th, and 30th.

Available dates in October are the 5th, 12th, 14th, and 15th.

Available dates in November are the 9th, 10th, 12th, 15th, 16th, 19th, 22nd, and 23rd.

Available dates in December are the 1st and 2nd.

Districts should send their top three requested dates in priority order by September 20th to Randal Collins at Rcollins@dhs.in.gov.

Target Audience

The target audiences for these workshops are:

- District Grant Proposal Stakeholders
- District Planning Council Members
- District Fiscal Agents
- District responders whose agencies wish to benefit from grant funding

Registration

Details and registration information will be posted at the IDHS Training Opportunities calendar found at <https://oas.in.gov:4443/hs/training/public/calendar.do> under Emergency Management once the workshops are scheduled. ***Districts must have 10 students registered or the workshops will be cancelled.***

Follow-up Indiana Grants Management System (IGMS) Training

The IDHS Grants Management Section will conduct hands-on iGMS workshops in North, Central, and South regions of the State after the Grant Proposal Writing Workshops have been conducted in those portions of the State. The iGMS workshops will provide the opportunity for districts to enter their proposals, submit budgets, GANs, reimbursement requests, as well as EHP's. These workshops will be different than those conducted in July.

Questions

Any questions pertaining to the Grant Proposal Writing Workshops may be submitted to Randal Collins, District Programs Branch Director, Rcollins@dhs.in.gov, 317-238-1762.